

JOB OPPORTUNITY

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| Job Opportunity Bulletin: | #08-054 |
| Final Filing Date: | November 5, 2008 or Until Filled |

| Position: | Salary: | Location: |
|--------------------|-------------------|---|
| Accountant Trainee | \$3,240 - \$3,751 | Office of Statewide Health Planning and Development Administrative Services Division Accounting Services 400 R Street, Suite 359 Sacramento, CA 95811 |

General Statement of Duties:

Under the close supervision of the Senior Accounting Officer, Supervisor, the Accounting Trainee will perform entry level professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- Encumbers, maintains and processes all local assistance, Song Brown, regular contract payables for the Office of Statewide Health Planning and Development's (OSHPD) multiple funding sources and creates payment log sheets. Verify valid contract and contract coding is accurate to ensure payment from the appropriate fund and appropriation. Prepares and inputs documents into CALSTARS to initiate claim schedules for payment through the State Controller's Office (SCO).
- Performs miscellaneous research on Cal-Card as needed and process claim schedules for payment through SCO.
- Prepares and inputs transactions into CALSTARS to initiate claim schedules to reimburse the Office Revolving fund.
- Perform monthly reconciliation of the CALSTARS document file reports (D16) to balance sheets, research reconciling items and give to proper person to resolve.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- Possess excellent organizational skills and attention to detail.
- Experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability to handle multiple priorities and deadlines.
- Reflect the Mission and Values of OSHPD.

Who May Apply:

Applications will be accepted from currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

Office of Statewide Health Planning and Development
Attn: Jacquie Hicks Johnson (**JOB #08-054**)
400 R Street, Suite 359
Sacramento, CA 95811

For more information contact Jacquie Hicks Johnson

Phone: (916) 326-3244, FAX: (916) 322-2527, E-mail: Jjohnson@oshpd.state.ca.us

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.